

PARENTS/GUARDIANS PLEASE FILL OUT PAGES 1 AND 2 AND RETURN TO THE JUNIOR HIGH SCHOOL OFFICE AS SOON AS POSSIBLE

2019-2020 CODE OF CONDUCT

I have reviewed, understand and been given the opportunity to ask questions about the information contained in the 2019--2020 Student Code of Conduct found in the student handbook. This form should be returned to the school office no later than the first Monday of full attendance.

Print Student Name Grade

Student Signature Date

Print Parent/Guardian Name Valid Daytime Phone Number

Parent/Guardian Signature Date

Again, this year with your child's safety being of utmost importance to the Puxico R-VIII School District. Any student, other than athletes for that particular game, riding a bus to any ballgame, WILL BE REQUIRED to have a signed permission form AND have that permission form turned into the Principal's office BEFORE signing the bus list. This must be done BEFORE each game. NO student will be allowed on the bus without signing the bus list. Students must also ride the bus back to school unless a parent/guardian signs them out with the coach or sponsor for that trip.

If you would prefer, you may sign a BLANKET PERMISSON FORM FOR ALL ATHLETIC ACTIVITIES DURING THE 2019-2020 SCHOOL YEAR below.

Thank You, Ms. Shana Kight

I give _____ permission to ride the bus to any activity this 2019-2020 school year.

_____ (student name)

_____ (parent/guardian signature and date).

Valid, working phone number where you can be reached during events: _____

PARENT PORTAL

I wish to participate in the Parent Portal program for my child(ren). Please list all children that attend Puxico Schools. (Please print)

Name:

Grade:

E-mail Address:

STUDENT/PARENT COMPUTER NETWORK/INTERNET AUTHORIZATION

STUDENT:

I realize the importance of using computer networks and the Internet in a responsible manner. I understand that use of the networks and the Internet is a privilege, not a right and such use is intended for educational purposes only. I understand that failure to follow the rules may result in the loss of the privilege and may result in serious disciplinary, financial, and/or legal consequences. **I understand that my computer files and network, as well as Internet activities, may be monitored and are not private.**

_____ Grade _____
Student Name (printed)

_____ Date _____
Student Signature

PARENT and/or GUARDIAN:

I understand that computer networks and Internet access are designed for educational purposes only and the use of such is a privilege, not a right. I understand that failure to follow the rules may result in the loss of privileges and may result in serious disciplinary, financial, and/or legal consequences. **I understand that my child's computer files and network, as well as Internet activities, may be monitored and are not private.**

Content Filtering and Monitoring The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. ***Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.***

I hereby release the district, its personnel, and MOREnet from any and all claims and damages arising from my child's use of, or inability to use, the district's computer networks and Internet access.

PRINT Parent/Guardian Name

Parent/Guardian Signature

Date

Puxico R-VIII Junior High School

Student Handbook

Welcome

On behalf of the teachers and staff at Puxico Junior High School we welcome you to the 2019-2020 school year. As junior high students, you are expected to conduct yourself in a proper manner at all times. Our main focus for your remaining school years is to prepare you for your adult life, all students will be expected to adhere to the following principals:

****SAFETY:** Keep others safety in mind, report unsafe behavior to an adult. Follow directions to maintain a safe environment.

****RESPECT:** Respect for yourself, others around you, and materials entrusted to your care.

****RESPONSIBILITY:** Very simply, take care of your business. Be responsible for where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.

Once again, we welcome you and your parent's/guardians. Should you ever have questions, concerns, or need assistance, please do not hesitate to call me at 222-3058. Thank you in advance for your time and assistance throughout this school year.

Ms. Shana Kight
Puxico Jr. High School Principal

Junior High School Staff

Ms. Cindy Crabb	Superintendent	222-3762
Ms. Shana Kight	Jr. High School Principal	222-3058
Ms. Tracy Robison	Special Services Director	222-3107
Ms. Margie Garrard	Counselor	222-3058
Ms. Susan Jackson	Secretary	222-3058
Ms. Andrea Arnold	Athletic Director	222-3175

Erin Armstrong	FACS
Jennifer Bowling	6 Science/Enrichment
CJ Broderick	Boys Phys. Ed./Health
Jim Carrier	Girls Phys. Ed./Health
Barbie Davis	6 Social Studies/PAL
Will Davis	7-8 Science
Amanda Fortner	6 Art
Michelle Garner	8 Mathematics
Hannah Hindman	Special Services
Hannah Lester	6 Keyboarding
Jenny Mitchell	SPED Aide
Tonna O'Dell	7-8 Social Studies
David Opperman	6-8 Band
Hannah Orton	6 English/Literature
Jennifer Slavings	8 Mathematics
Garrett Payne	Vo-Agriculture
Jay Pierce	7-8 Art
Kristen Vincent	6-7 Mathematics
Kristin Willard	7-8 Communication Arts
Letha Winignear	Library Aide

Daily Bell Schedule

School doors will be open from 7:30am-3:30pm

1st hour	8:00-8:54		4th hour	11:13-12:03
2nd hour	8:58-9:48		5th hour	12:07-12:56
3rd hour	9:52-10:45		6th hour	1:00-1:49
LUNCH	10:49-11:09		7th hour	1:53-2:42
			PRIDE TIME	2:46-3:10

2019-2020 SCHOOL CALENDAR

Puxico R-VIII Schools 2019-2020 School Calendar

August

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-16 Certified Work Day (x1)
19-20 -Inservice
19-Open House 6-8
21-First Day of Classes

September

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - NO SCHOOL Labor Day

October

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 - 1st Quarter Ends-37 days
17 -Teacher Inservice
17- Parent/Tchr Conf. (Elem1-7) (JH/HS 3-7)
18 - NO SCHOOL

November

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15- NO SCHOOL Teacher Inservice
27-29 NO SCHOOL Thanksgiving

December

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 - 2nd Quarter Ends - 44 days
23-31-NO SCHOOL

January

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-6 NO SCHOOL
6 - Teacher PD/Work Day
20 - NO SCHOOL

February

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17- NO SCHOOL

March

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6- 3rd Qtr. Ends-42 days
12- Teacher Inservice
12 - Parent/Tchr Conf. (Elem1-7) (JH/HS 3-7)
13-20 Spring Break-No School

April

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 - Easter Break
13 - No School

May



S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

21 - 4th Qtr. Ends 12:30 Dismissal 45 days

Student Attendance Days

First Quarter - 37 days
Second Quarter - 44 days
Third Quarter - 42 days
Fourth Quarter - 45 days
Total 168 days

168 Student Days
4.5 Teacher Prof Dev. Days
1.5 Teacher Work Days
1 Floating PD day
175 Total Days

 Teacher Wkshops/No Students
 No School

Mission Statement

Puxico R-VIII Schools realize each student is a unique individual and strives through the uniqueness to educate each to this full potential both academically and personally.

Vision

The vision of the Puxico R-VIII School District is to challenge students within a caring environment to become confident, competent, contributing citizens with a lifetime thirst for learning.

Belief

We believe that

All students are unique individuals.

All students can learn when provided with a caring environment.

All students should be provided a challenging curriculum.

All adults are responsible for guiding and motivating students.

Teachers and parents provide the basis for student achievement.

Administrator's Message

This handbook has been prepared to provide parents and students information about the educational program, procedures, expectations, and other pertinent information regarding the day-to-day operation of the school. It covers several topics of interest but is not intended to be exhaustive in nature. It has been compiled in light of current legislation, litigation, district policy, and practice. Should questions arise which are not covered in this handbook, you are encouraged to phone the school office.

The Puxico Staff has appreciated the cooperation received from parents for many years. It is our wish to continue to maintain positive parent-teacher-student relations, which will promote the educational, physical, and social development of our youth into contributing, successful, well-adjusted adults.

Concerns/Questions

Throughout the school year if you have any questions or concerns please feel free to contact or notify the school staff. If the nature of the concern requires it to be reported anonymously, please call the school. Threats, bullying or other issues should be reported. You may contact the principal or the counselor at (573) 222-3058.

Equal Opportunity

The Puxico R-VIII School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex or handicap in the administration of its policies, admission policies, scholarship program, athletic program or other school administered programs. Should you have a question concerning these issues, contact Superintendent of Schools, 481 North Bedford Street, Puxico, MO 63960.

Notice Of Nondiscrimination

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Puxico School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Puxico School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact, Title IX and Section 504 Coordinator, Joey Kerperien (573-222-3175) who has been designated to coordinate Puxico School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Puxico School District's compliance with the regulations implementing Title IX or Section 504.

Cindy Crabb
Superintendent
Puxico School District
481 N. Bedford
Puxico, MO 63960

Local Contact Information

Superintendent Cindy Crabb 573-222-3762	Junior High Principal Shana Kight 573-222-3058	Elementary Principal Nate Wills 573-222-3542	High School Principal Joey Kerperien 573-222-3175
Director of Special Services Tracy Robison 573-222-3107	Junior High Counselor Margie Garrard 573-222-3058	Elementary Counselor Bobbie Woods 573-222-3542	High School Counselor Debbie Wilkerson 573-222-3175
Instructional Coach Tammy Thompson 573-222-3542		504 Coordinator Bobby Woods 573-222-3058	A+ Coordinator Debbie Wilkerson 573-222-3058
Title IX Coordinator Joey Kerperien 573-222-3175		DFS and Foster Care Liaison Bobby Woods 573-222-3058	Homeless Coordinator Joey Kerperien 573-222-3175

Missouri Department of Elementary & Secondary Education Every Student Succeeds Act Of 2015

Dear Parent or Guardian

The Puxico R-VIII School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, Puxico R-VIII School District is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Any person having inquiries is directed to contact Mrs. Robin Martin, Federal Programs Director, 481 N. Bedford, Puxico, MO 63960; (573) 222-3542.

Cindy K. Crabb
Superintendent

PUXICO R-VIII SCHOOLS

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Puxico R-VIII Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Puxico R-VIII Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Puxico R-VIII Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Puxico R-VIII Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office from 8:30 to 3:00 Monday through Friday. This notice will be provided in native languages as appropriate.

504 Public Notice

The Puxico R-VIII School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Puxico R-VIII School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Puxico R-VIII School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by contacting Tonya Keena at (573) 222-3542 to set up an appointment.

This notice will be provided in native languages as appropriate.

Asbestos Hazard Emergency Response Act (AHERA)

Dear Parents and Employee:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for

friable and non-friable asbestos, develop asbestos managements plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Puxico R-VIII School District conducted a complete inspection of its facilities in 2000, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of this District (and in the offices of each school) during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and is conducted as required. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the District for any reason. This District takes very seriously the recommendations made in the management plan.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (Protected information survey@) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student=s parent;
2. Mental or psychological problems of the student or student=s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student of parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

Inspect, upon request and before administration or use-

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. Instructional material used as part of the education curriculum

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Puxico R-8 School District has developed and adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Puxico R-8 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Puxico R-8 School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Puxico R-8 School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.
Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5901

Communication Systems

Dear Parents,

Puxico School District utilizes the **Apptegy Parent Notification System** for making mass phone calls and sending text notifications to parents.

Please note the following regarding Apptegy procedures:

- Apptegy will be used to keep you as informed as possible.
- The Puxico School District Facebook page (<https://m.facebook.com/PuxicoIndians>), Puxico School District Twitter page @8Puxico and the Puxico School District webpage, www.Puxico.k12.mo.us, will also be used.
- The primary parent numbers in the student information system will be called. Information must be current in order for Apptegy to work.
- When the phone rings and is answered, the message is triggered by someone saying something like “hello”. By saying “hello,” the system will begin to play the message.
- If you miss the call, it will leave a message if your voicemail is activated and working. Please listen to the message instead of dialing the number back. If the message is unclear, please check our app, website, your text message, Twitter and/or Facebook page for more information.
- You may receive a message that doesn’t pertain directly to you. For example, we may need to notify bus students of route issues but have to send to all students of a particular school.
- The system will not call extensions so if you have a phone number listed in Student Information Systems with an extension, you may not receive the call.
- Please make sure your information in our school data base is up-to-date so you can get the correct notifications. If you have a change in your address or phone number, send it in writing to the building office where you child is enrolled.

Sincerely,

Cindy Crabb
Superintendent

Don't miss any updates from Puxico RVIII!

Follow these steps when downloading the mobile app:

1. Search 'Puxico R-VIII School District' in your phone's app store and download the app
2. Select 'ALLOW' when prompted on initial download to ensure you receive notifications
3. Open the Puxico RVIII app, and navigate to the left-side menu for 'SETTINGS'
4. Ensure your settings are turned on and your school is selected



Parent portal

If you had access to **Parent Portal** last year, your information should be the same. You will only need to tell us if your e-mail address has changed or if you have lost your information. On the first page, you will see a place for you to provide us with an email address. If you want to participate in the parent portal program, we will provide you with a password that will let you view your child's records on the Internet. You will have access only to your child and will be able to see current grades, lunch accounts and attendance information. Due to the large amount of data involved, this information will only be updated every Monday afternoon at approximately 4:00 p.m.

We hope this will be a useful tool for you to track your student's progress through the year. Please let us know if you have any problems or questions about this program. To access Parent Portal, follow the following steps.

- a. Go to www.puxico.k12.mo.us
- b. Click Parents
- c. Enter user name & password
- d. Enter your email address and password (you will receive a password within a couple of days of returning the attached sheet)
- e. Click the section you are interested in

Parent-Teacher Organization

The Puxico PTO plays a vital role in the life of the school. The PTO supplements and supports the educational program, not only by providing financial resources for the purchase of equipment that benefits all the students in the district, but by the giving of their time and manpower (and woman power!) to help implement school improvement. Among other things, the PTO hosts an Open House, holds a Spring Festival and Way Out games, and helps with Grandparents' Day and school parties. All parents are urged to join and participate. The dues are nominal, and the benefits are great.

Code of Conduct

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they are graduated or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school, which is conducive to the learning process. While there are many factors which effect the learning environment, perhaps of most concern is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response. Parents, school, and students must all work together for effective learning.

The Board of Education has adopted a Code of Student Conduct. A summary of this policy is in each planner. Additional copies are available from the school. **Students and parents are encouraged to become familiar with the Code of Student Conduct. PARENTS/GUARDIANS MUST RETURN THE INCLUDED FORM TO THE OFFICE VERIFYING RECEIPT OF THIS PLANNER INCLUDING THE CODE OF CONDUCT.** Parents that do not want their students paddled must notify the principal.

Emergency Information

Emergency Form

No student may participate in any school activity or ride a bus to a school activity unless an emergency form is on file in the Student Health Office.

Emergency Information

It is extremely important that every student maintain an up-to-date address and working telephone number at the school office. Please notify the schools immediately if you have a name change, change of address, or change of telephone number during the school year. In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's names
2. Complete and up-to-date address
3. Home phone and parents' work phones (connected and working)
4. Two emergency phone numbers of friends or relatives (connected and working)
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up the child

Emergency Plans

Emergency Plan - Fire

Warning System: Each principal will be responsible for testing fire alarms frequently. A backup alarm will be provided in case the fire alarm fails. For drill purposes, the actual fire alarm will sound.

Drill Procedures:

1. Building is to be evacuated immediately upon hearing fire alarm or intercom.
2. Appoint student leaders in advance to lead lines.
3. All books, personal items, etc., should be left behind.
4. In a quick and orderly fashion, students are to walk quietly out of the assigned exit.
5. No talking will be allowed in order to insure everyone of hearing the instructions.
6. Office staff will exit with emergency contact information and absentee lists.
7. Teachers should be last to leave the room. They will close the windows and the door. Lights should be left ON for ease of scanning a vacant room. Teachers will take class roll book when they leave.
8. After students have assembled outside the building in the designated area, teaches will take roll and report to the principal or his/her designee students who are present and students who are missing.
9. An area for assembling after evacuation is designated for each class. This area should be far enough from the building to insure safety from fire, smoke, and explosion. Teachers will see that students remain in this area until further instructions are given.
10. Do not allow any person to return to the building for any reason.

Emergency Plan - Tornado

Warning System: Each principal will be responsible for testing severe weather alarms frequently. In addition, a backup alarm will be provided in case the initial alarm fails. The signal will be a long, continuous bell.

Drill Procedures: In case of a tornado alert, a quiet and orderly evacuation is the primary objective. A student leader in each class should be assigned to lead the students in a single file to the pre-destined area. Teachers will take roll book and leave the room last. Office staff should take emergency contact information and absentee list during evacuation. Students should walk to the FEMA building in a quiet, orderly fashion. Once inside the FEMA building students should stay quiet and calm. If time does not permit evacuation from the classroom, get into the safest area of the classroom, which is inside wall farthest away from doors or windows. Drills are held periodically.

Emergency Plan - Earthquake

Warning System: An earthquake strikes without warning.

Drill Procedures: For drill purposes the signal will be an announcement over the intercom with instructions. Students should "drop, tuck, and cover." Squat down, covering head with hands and arms. If indoors, take cover under heavy desks or tables, in doorways, or against inside walls. If the table or desk moves, hold on to the legs and move with it. An attempt should be made to move away from glass and falling objects. When an earthquake is over, the principal will give a signal for evacuation of the building, using the fire drill evacuation procedure. Students will stay with their class and teacher. Teachers will take grade book and, once outside, take attendance.

In a true emergency, please know we will do our best to protect all children until parents can get here. PARENTS MUST SIGN FOR CHILDREN THEY PICK-UP IN EMERGENCIES AS ALL STUDENTS MUST BE ACCOUNTED FOR. Students may be relocated to an area away from the school when necessary. Please contact the Elementary Secretary at 573-222-3542, Junior High Secretary at 573-222-3058, or the Senior High School Secretary at 573-222-3175 to find out where your child will be located. **This will be the procedure for all emergency/crisis situations when relocation is necessary.**

Emergency Procedures for Inclement Weather

If weather conditions arise during the school day that may make the roads hazardous, early dismissal will be made. **KFVS-TV** in Cape Girardeau, **Zimmer Radio Group** in Poplar Bluff, and radio station **KDEX** in Dexter are notified of early dismissals and are also notified when school will be closed for the day. You may also check our web site www.puxico.k12.mo.us. Please make contingency plans so that your children will know what they are to do if early dismissal is required.

Technology Information

Internet Agreement

The Puxico R-VIII School District provides students and staff the access to computers for educational purposes. The computer may be stand-alone or part of an instructional or administrative computer network, which may include Internet access. All users must share the responsibility for assuring that our computers and networks are used in effective, efficient, ethical, and lawful manners. The use of such equipment is a privilege and users must agree to comply with guidelines contained herein.

Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not limited to the following:

1. Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
2. Gaining unauthorized access to electronic resources, software, or networks.
3. Using or attempting to use an account and/or files owned by another user.
4. Divulging any password to another individual.
5. Using chat rooms or any messenger programs.
6. Violating software license agreements.
7. Vandalizing the data or another user through deliberate use of computer viruses or other means.
8. Using or accessing vulgar, obscene, or inappropriate language or images.
9. Invading the privacy of others.
10. Posting anonymous messages.
11. Placing or receiving unlawful information on or through the computer network or stand-alone.
12. Divulging personal information including address, phone number, etc.
13. Harassing another individual.
14. Using computer networks and/or Internet access for commercial purposes.
15. Downloading files such as: games, music, software or screen savers without prior approval of the technology office.
16. Installing software without the prior approval of the district technology office.
17. Accessing and using e-mail software and/or web-based e-mail to send, receive, or retrieve message by students except as part of a project directly supervised by a teacher.
18. Use of USB memory stick or similar device without prior authorization by a teacher.
19. Accessing Proxy servers for any reason.
20. Wasting limited resources such as disk space or printing capacity.

Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in the student handbooks will apply. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Internet Access

Our district participates in the Missouri Department of Elementary and Secondary Education (DESE) Project through membership in the MOREnet-The Missouri Research and Education Telecommunication Network. The DESE Project provides an extraordinary opportunity for our students and staff to access information from anywhere in the world without ever leaving the classroom. As participants in this project, students and staff of Puxico Schools are expected to follow acceptable use guidelines of MOREnet including the following:

1. Use of the Internet is for educational purposes
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes that violate any federal or state laws. This includes, but is not limited to the transmission of copyrighted, threatening, or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruptions would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.
6. It is not acceptable to use the Internet for commercial activities.

Each school will establish specific rules for using computer labs and procedures for accessing the Internet. If student e-mail privileges become available, specific guidelines and regulations will be explained and discussed.

No privacy is granted through the use of district technology. Student, staff, and community use of computer networks and Internet access, including e-mail may be subject to monitoring at any time, including network logs, browser logs, cache, mailboxes, bookmarks, favorites, etc.

The Puxico R-VIII School District believes that informational resources available to students, staff, and community members exceed the disadvantages of using the Internet. While the district has installed and maintains content filtering software to provide some degree of Internet safety, such software is not foolproof. The district does not have control of information available on the Internet and recognizes that some sites may contain inappropriate materials. Despite efforts by district personnel to encourage responsible, educational use of the Internet and to provide supervision, ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Puxico R-VIII School District will support and respect each family's right to decide whether or not their student will have Internet access.

Student/Parent Computer Network/Internet Authorization

We have read and discussed the Puxico R-VIII School District's Computer Network/Internet Access policy and agree to abide by the provisions and conditions defined within. We understand that violation of this policy may result in the loss of the Puxico R-VIII School District and/or MOREnet network privileges and may result in serious disciplinary, financial, and/or legal consequences. Rules of conduct stated in the Puxico R-VIII School District Board of Education Policy and student handbooks apply. *By signing the form on page 2, individuals agree to abide by the standard of this policy.*

Bus Rules & Information

1. **The driver is in charge** of the pupils and the bus. Students must obey the driver promptly and courteously.
2. Unnecessary conversation with the driver is prohibited.
3. **Classroom conduct is to be observed** by pupils while riding the bus.
4. Students are to remain seated while the bus is in motion.
5. Profane language and loud noises are not permitted.
6. Rowdiness is not permitted.
7. Students are to keep all of their body inside the bus until they arrive at their destination.
8. Throwing of any object is forbidden.
9. Students are responsible for keeping the bus neat and litter free.
10. Students are not to sit in the driver's seat or touch any of the operating controls.
11. Bus students will be taken to their homes in the afternoon unless they have a note or bus pass from the office. All students are expected to go home after school unless parents or guardians send a note or phone the office making other arrangements.
12. Drivers have authority over behaviors at bus stops.
13. **Riding on school buses is a privilege, not a right.** Any serious misbehavior or repeated misbehavior could result in the withdrawal of bus service to that student.
14. Students are not to bring MP3 players, Gameboys, cell phones or other electronic devices on the bus.

Transportation To & From Activities

Students who participate in a school activity, which involves bus transportation, must ride the bus to the activity unless previous arrangements are made with the principal. Students who ride a bus to a school activity must also ride the bus home unless the teacher who is supervising the activity releases the student to a parent or guardian of the student at the activity or unless previous arrangements have been made with the principal. All bus notes giving permission for students to ride home with other parents after an event must come through the principal's office during the school day.

NOTE: Facebook messages, texts, and phone calls at the event may not be accepted.

Buses

Students riding on school buses, for trips or on regular routes, should be on their best behavior. Any loud or disruptive behavior will not be tolerated. Students must adhere to the bus rules (p.6) and not distract the driver for any reason. Failure to behave properly may result in removal from the bus. Students needing to ride a bus, other than their regular route bus, must have a note from their parent or guardian signed by office personnel prior to the end of the day. Non-athletes who ride the bus to a game must also have prior approval. Students on the ineligible list may not sign up to ride the bus to a game.

Puxico R-8 School-Wide Positive Behavior Support

Purpose Statement:

Puxico Pride will create a climate of respect, responsibility, and safety so students can reach their full academic and personal potential.

School-Wide Positive Behavior Support

Puxico Pride will create a climate of respect, responsibility, and safety so students can reach their full academic and personal potential.

Puxico Junior High Expectations

	All settings	Restroom	Cafeteria	Walkways
Be respectful.	Follow code of conduct. Value school property and property of others. Use good manners.	Give others privacy.	Be kind and courteous. Use appropriate voice.	Use appropriate voice. Keep hands and feet to self.
Be responsible.	Be prepared. Be on time. Follow directions.	Follow restroom procedures. Use restroom quickly.	Wait your turn in line. Put trash in trash cans. Clean up your spills.	Use time wisely.
Be safe.	Be where you are supposed to be. Maintain personal space. Report unsafe conditions.	Wash hands.	Stay seated. Always walk.	Always walk. Keep to the right.

	Bus	Parking Lot	Classroom
Be respectful.	Use appropriate voice. Be kind and courteous.	Park in assigned spot. Dispose of litter appropriately.	Use appropriate language and voice level. Maintain a learning posture.
Be responsible.	Be on time. Be prepared for your stop.	Display parking permit appropriately. Be on time. Follow school parking procedures.	Be on time. Be prepared for class. Be attentive.
Be safe.	Keep seat-to-seat and back-to-back. Follow rules for loading and unloading.	Maintain a speed of less than 5 mph. Always stop for pedestrians.	Maintain a clean orderly environment.

SW-PBS Definitions of Reasons for Office Discipline Referral

Safety

Physical Contact – Student engages in inappropriate touching (examples: public display of affection, poking, prodding, etc.).

Fighting – Student engages in physical contact with aggressive intent where injury may occur.

Bullying/harassment – Student delivers disrespectful messages* (verbal, gestural or written) repeatedly to another person that includes threats and intimidation, obscene gestures, pictures or written notes.

*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

Danger to self or others – Student engages in any action that could cause harm to self or others, not including physical contact or fighting.

Possession of Weapons – Student is in possession of knives or guns (real or look-alike), or other objects readily capable of causing bodily harm.

Possession of forbidden objects – Student is in possession of forbidden/illegal object on school property* or at school sponsored activity.

*School property includes all campus property, buildings, and busses.

Threat – Student delivers messages (verbal or written) that show intent to harm.

Respect

Defiance/disrespect – Student engages in refusal to follow directions (insubordinate) , talks back, delivers socially rude interactions, violates dress code or classroom rules.

Inappropriate language – Student delivers verbal messages that include swearing, name calling, or use of words inappropriately or uses obscene gestures.

Lying – Student delivers message that is untrue.

Forgery – Student has signed another person’s name.

Theft – Student is in possession of, has passed on, or has been responsible for removing someone else’s property.

Damage of destruction of property – Student participates in an activity that results in destruction or disfigurement of property.

Disruptive – Student engages in behavior causing an interruption in class or activity.

Responsibility

Cheating – Student uses/attempts to use someone else’s work as his/her own, allows someone else to use his/her work, gives answers to another student or uses unauthorized materials (i.e. “cheat sheet”, things written on body or clothing, electronic devices, etc.).

Unprepared/no materials – Student repeatedly comes to class without the required materials or fails to have materials ready at the appropriate time.

Property misuse – Student uses property in an abusive, destructive or unsafe manner.

Skipped class/truant – Student is absent from class for 5 minutes or more without permission.

Tardy – Student has been less than five minutes late to class four or more times in a semester.

Technology violation – Student engages in inappropriate use of any electronic device.

Homework incomplete/missing – Student did not complete and/or turn in on time assigned work.

Academics - Grades

At-Risk

Students may be assigned to an intensive at-risk class or PAL (Puxico Assists Learners). The class is designed to assist the student by strengthening basic skills in the core areas, developing test taking skills, and improving organizational skills.

Grade Reporting

Parent Portal provides current grade information to those parents/guardians who have internet access. Parents fill out and sign a school provided Parent Signature Form that states they wish to access their children’s school records. In addition, parents will receive mid-quarter progress reports from teachers throughout the year. These notices are mailed home if the grade is lower than a C-. Report cards will be available at Parent Teacher Conferences 1st and 3rd quarters. Report cards for 2nd and 4th quarters will be mailed home within one (1) week of the end of the quarter. Semester grades are recorded on the students’ permanent files and kept with their records.

Grading Scale

Puxico Junior High School grades are based on the following scale;

A	95-100%	A-	90-94%	B+	87-89%
B	83-86%	B-	80-82%	C+	77-79%
C	73-76%	C-	70-72%	D+	67-69%
D	63-66%	D-	60-62%	F	0-59%

NOTE: See Honor Roll

4.0 Grading Scale (GPA)

A	4.00	A-	3.67	B+	3.33
B	3.00	B-	2.67	C+	2.33
C	2.00	C-	1.67	D+	1.33
D	1.00	D-	0.67	F	0

Homework/Assignments/ Late Work

Students at the junior high school level should expect to have some amount of homework nearly every day. As a general rule, the maximum limit should not exceed ten minutes per grade level. If you find your child spends excessively more time than the average, please contact your child's teacher. Students are expected to complete all work assigned to the best of their ability and to turn in the work when it is due. Teachers will provide students with classroom expectations at the beginning of the year. It is the responsibility of the student to notify the teacher if he or she is having difficulty. Teachers willingly provide assistance in the classrooms and during 8th period. A+ tutoring may be available. Students who turn in assignments one day late will receive credit for 50% of the correctly completed material. Student work that is turned in more than one day late will not receive any credit. Students with excessive zeros and/or incomplete work will be referred to the office for disciplinary action.

Honesty in Academics

Students should not use/attempt to use someone else's work as his/her own, allow someone else to use his/her work, give answers to another student or use unauthorized materials (i.e. "cheat sheet", things written on body or clothing, electronic devices, etc.) Students should refrain from talking, gesturing or communicating in a way that can be viewed as cheating during assessments. Academic dishonesty will result in a student earning a zero and further discipline as outlined in the student code of conduct.

Honor Roll

➤ <i>Highest Honor Roll</i>	<i>G.P.A.</i>	<i>3.67-4.00 (A- or above)</i>
➤ <i>Honor Roll</i>	<i>G.P.A.</i>	<i>3.33-3.66 (B+)</i>
➤ <i>Merit Roll</i>	<i>G.P.A.</i>	<i>3.00-3.32 (B)</i>

No Pass-No Play (Ineligible List)

Any student failing a class is may not be allowed to participate in sports or any extracurricular activities including dances, field trips, or club activities. Grades are checked on the first day of classes each week. Athletes may practice but may not play in any games. Showing evidence of a passing grade will reinstate the student's privileges.

Retention policy

The retention of a student will be made only when it is in the best interest of and for the welfare of the child. The goal of retention will be to increase academic proficiency. Students who are candidates for retention will have their individual case reviewed by a professional team of educators including the principal, counselor, and a team of grade level teachers.

The following information will be reviewed in cases when a student could be considered a candidate for retention:

- a. Classroom Grades-Students who fail more than 2 semester core subjects will be considered for retention;
- b. In reading, a child who is working below grade placement as defined in SB319, or any replacement thereof.
- c. Teacher observation and recommendations based on factual evidence;
- d. Portfolio of Student Work-Student work that is representative of the quality and level of work the student has done over a period of time during the school year;
- e. Standardized Test Scores- Scores on standardized tests such as the Missouri Assessment Program test, Terra Nova test, and others as deemed necessary;
- f. School Attendance;
- g. Social/Physical Maturity-Students that struggle socially with their peers or are small in physical stature;
- h. Parental Recommendation;
- i. Light's Retention Scale- This objective standard could aid the professional.

Retention should, if at all possible, be done in the first five years of a student's education, including kindergarten. This does not mean that a child may pass the 5th or 6th grade if he or she is doing failing work. This would cover students transferring to the Puxico District who may or may not have attended a school with such a retention policy. The principal will be required, through the Puxico R-8 Retention Form, to document the school's recommendation. The form will insure that the parent has been informed of the reasons for retention. It will show whether they accept or reject the recommendation. Parents will be required to sign the document. The signature will not necessarily mean agreement but that the retention has been discussed.

Students with Individual Educational Plans may be exempt from this policy, depending on the IEP team decisions and statements in the IEP.

For students who are possible candidates for retention, additional options available for remediation during the school year are:

- Referral to summer school which requires mandatory attendance.
- Referral for consideration in after-school-tutoring program.
- Referral for special education services.
- Referral to an outside agency as needed according to individual needs.

All families will be informed of their child's progress at each mid-quarter, the end of each quarter and the end of each semester through verbal means, progress reports and report cards. Families of students that are considered possible candidates for retention will receive additional notification by official letter at the end of the first semester, end of third quarter, end of fourth quarter. The final decision on retention will be made by the building principal following the completion of all remedial efforts. Parents will be provided written notification of this decision and given the right to appeal by contacting the school and requesting a conference.

Semester Grades

Semester grades are reported on the students' permanent records. Semester grades are calculated as 45% of each quarter grade plus the semester final which is averaged in as 10%.

Tutoring

Students in need of assistance may take advantage of tutoring services. Tutoring is offered every Tuesday and Thursday. Teachers may also arrange tutoring for students as needed. Students who are considered at-risk may be assigned to study skills classes during the regular school day. Students with consistent failing grades may be required to attend tutoring until the grade improves.

Attendance Policy - Grades 6-12

According to Missouri School Law (Sec. 167.031 RsMO), school attendance is compulsory between the ages of seven (7) and seventeen (17). The Puxico R-VIII Board of Education has adopted the following policies regarding student attendance.

Attendance Requirements

Students have a six (6) day absence limit per semester per class period. This includes any and all absences, excused or unexcused.

Absences & Tardiness

Students that exceed the six (6) absence limit may appeal to the attendance review committee for consideration. Students may present evidence of unusual circumstances for the committee to consider. The committee will make a determination based on the number of absences, the evidence presented, and the student's academic record. The committee will notify the student in writing of their decision. The committee's decision will be one or more of the following. **Excessive absences will be reported to the juvenile office.**

- To deny the students credit for the period/class in question. Student grades will be recorded on their transcript as permanent incompletes (I) unless they have a failing grade which will be recorded as failed (F).
- To allow the student to make up the time missed during summer school.
- To allow the student to make up the time missed in Saturday School.
- To forgive the excess absences and grant the student credit.

Students should not exceed their days allotted unless **emergency situations** arise.

Tardiness

Students are expected to be at school on time and be in the classroom before the tardy bell rings each hour. Any student arriving late in the morning must get an admit slip from the office. Any student who exceeds three (3) tardies in any period per semester will be assigned a detention to be served after school. Students who accumulate three tardies during any period will be required to take the semester final in that period. Each additional tardy will result in further disciplinary action.

Entering and Leaving School During the Day

A student entering school after 8:00am or leaving school prior to 3:10 pm must sign in/out in the office. Students leaving school during the day must have parental permission. Arrangements for students should be made prior to school starting except in emergency situations.

Field Trips

Any student missing over the allotted six (6) days will not be allowed to attend class or club trips. School sponsored field trips do not count against student attendance. Students going on trips during school time should make **prior** arrangements with their teachers for assignments that will be missed. Students who have exceeded the six (6) day absence limit forfeit their privilege to attend field trips held during school time. Students may appeal to the attendance committee regarding their absences and field trips. Students on the ineligible list are not permitted to go on field trips.

Homebound Instruction

Students missing five (5) or more consecutive days due to a medical condition should apply for homebound instruction. Homebound instruction does not count against your allotted number of days. Contact the office for details. Homebound instruction requires a physician's signature, a properly completed application, and approval from the school.

Make-Up Class Work

All missed assignments, tests, and projects must be made up within one (1) week of returning to school. It is the responsibility of the student to gather work and make necessary arrangements. ***It is the responsibility of the student to gather work and make necessary arrangements.*** Work missed as a result of a suspension or expulsion may not be made up. Students will earn a zero on missed assignments or tests.

Parent/Guardian Notification

In order to help parents/guardians monitor student attendance, the following actions will be taken:

1. Parents/Guardians will be called on the day the student is absent to determine the reason for the student's absence. Parents should call before school starts on the day of an absence to state the reason for the absence. A letter regarding attendance will be mailed on the 3rd, 5th, and 6th days a student misses any class.
2. Attendance records will be included at mid term and with quarter grade reports.

Returning to School

Upon returning to school, students should report to the office to get an admit slip. Parents should telephone the school or send a note explaining the absence. Medical/Professional excuses should be presented at this time as well.

Semester Finals

Students who miss two (2) or less periods or have not missed more than three classroom assignments in that period during that semester are exempt from taking finals for that period during that semester. Work not received or turned in two or more days past the due date is considered missing work. Students who miss two or less periods and have not missed more than three classroom assignments in that period for that semester will receive a 100% for the final for that period during that semester. Students must be present on the day of the final, must be in class, and must not disrupt other students. Failure to adhere to these requirements will result in a zero (0) for the final. Any student who is absent on the day of a final must have made prior arrangements with the building principal to take the final early. Students who accumulate three tardies during any period will be required to take the semester final in that period.

Suspensions

A student who is suspended from school as a disciplinary action will have that number charged against the total six (6) days. Any work missed during a suspension may not be made up.

Athletics & Activities - Policies & Procedures

Activities/Athletics Absenteeism Eligibility

Students who are absent on the day of an activity will not be considered eligible to participate on that date without first having cleared their absence **in advance** with the principal. This applies to all activities including athletics, music, drama, speech, clubs, etc. Students must also be in attendance the next full day after an activity in order to participate in the next scheduled activity for that group. Medical excuses signed by a doctor or being sent home from school by the principal for illnesses are considered exceptions. For athletics, this would be the next game. For other activities and organizations, this would be the next trip.

Student Eligibility – Athletic & Academic (Extracurricular)

All MSHAA sponsored activities require students to pass 6 of 7 courses in the prior semester.

Random Student Drug Testing

Students participating in all MSHSAA activities will be required to submit to random student drug testing throughout the year. These activities are all athletics (including cheerleading), band, choir, and academic team. Students will be provided more information in the activities handbook as well as a permission form. The purpose of the student drug testing program is to give students a good excuse to say **no** to unhealthy influences.

Athletics/Activities

All students are encouraged to participate in student activities and athletic programs. These programs enhance your educational experience and provide many life long lessons. See the sponsor or coach to obtain participation requirements or tryout information. **Puxico Junior High School offers the following extra-curricular activities:**

<u>Clubs</u>	<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
JR BETA	GIRLS BASKETBALL	BOYS BASKETBALL	BOYS BASEBALL
JR FBLA	BOYS CROSS COUNTRY	CHEERLEADING	GIRLS SOFTBALL
JR STUDENT COUNCIL (JR STUCO)	GIRLS CROSS COUNTRY		GIRLS VOLLEYBALL

Athletic Events

Puxico Schools are proud members of the Missouri State High School Activities Association and are subject to the rules and regulations governing the member schools. For the protection of our activities programs and the students involved, please adhere to the following guidelines for all activities.

- Cheers and applause should be directed in a positive manner toward our own teams. Students may not engage in negative cheers or chants.
- Students may not leave without permission and return to any activity.
- Spectators may not stand along the end walls of the gymnasium.
- Students should not stand in the lobby or in the doorways during games.
- Any disciplinary matters will be subject to the Student Handbook. This applies to all home and away games or events.
- Attendance at these events is a privilege. Any student failing to adhere to the rules and regulations will be required to leave.
- Any student that is currently suspended or expelled may not attend school functions.
- Student spectators on the ineligible list are not eligible to ride the bus to athletic events.
- Students are encouraged to attend any and all activities. Your behavior should be appropriate and should set an example for any visitors.
- MSHSAA prohibits stomping in the bleachers.

No Pass-No Play (Ineligible List)

Any student failing a class is may not be allowed to participate in sports or any extracurricular activities including dances, field trips, or club activities. Grades are checked on the first day of classes each week. Athletes may practice but may not play in any games. Showing evidence of a passing grade will reinstate the student's privileges.

General Policies and Procedures

Alternative Education Program

Alternative education is available and may be assigned by an administrator. Students may be assigned due to failure meeting educational progress needed to be successful. Alternative education may also be assigned due to discipline concerns.

Announcements

Students should check the announcements daily. Important events, dates, and information are added each day. Teachers read the announcements to students during the morning hours. If you do not hear them, copies are posted in the hallways and in the cafeteria each day.

Buildings

Students should not be in any room without a staff member present. Walk in an orderly fashion in the hallways. Use an appropriate voice inside the buildings. Put trash in the cans located throughout campus. In order to keep our buildings looking their best, *drinks and food will not be allowed* (exceptions may be made for special circumstances as designated by a school official).

Buying, Selling, Trading

Buying, selling, or trading of any item(s) on school premises is prohibited. Arrangements should be made outside of school time.

Cafeteria

Students should conduct themselves in a reasonable manner while in the cafeteria. Students must have permission from the teacher on duty before leaving the cafeteria except to use the restroom. Passes are available for students to pick up as they need to go to the restroom. Students should keep the noise level down and refrain from “table hopping” during the lunch period. Any spills or dropped food should be cleaned up immediately. Students may put away empty trays as they finish their lunch. When the bell rings students will be dismissed by table.

Cell Phones/Electronics

No smart watches or similar devices with communication or picture-taking capabilities, MP 3 players, iPods, cell phones, radios, Gameboys, and other similar devices are **not allowed** during the school day. Please leave these items at home or in your car. At no time should these types of devices be used in a locker room or restroom. Students should also not bring CD's, DVD's, or game cartridges to school. The school will not be responsible for any of these types of items that are lost or stolen. Students going on field trips may take these items at their own risk with permission of the sponsor and the bus driver. *As stated in board policy 2656 first offense violators will be assigned ISS while OSS will be assigned for subsequent offenses. Items taken at school will be held until a parent/guardian comes to get them from the office.*

1st Offense – Cell phone is confiscated or turned in to the office. Assigned 1 day ISS. Student may participate in after school & extracurricular activities. Student may pick up cell phone at the end of the school day in the office.

2nd Offense & All Other Subsequent Offenses– Cell phone is confiscated or turned in to the office. May be assigned additional days in ISS or OSS. Parent must pick up the cell phone in the JH office during school hours.

Class/Organization Officers

Students are encouraged to be leaders at all levels. Students may not hold more than two class or organization offices at the same time; only one of which may be a treasurer position. This includes all classes, clubs, and organizations.

Conflicts

If a student/parent cannot resolve a problem with a teacher or the administration, a hearing with the Board of Education may be requested.

Delivery of Flowers/Balloons/Etc.

On special occasions students may receive items delivered to the school. Please keep the amount of deliveries to a minimum. Delivery of these items is not considered a priority of school personnel; therefore, the school will not be responsible for any items not delivered. The school reserves the right to refuse delivery of any item that may cause a disruption or other problems. Items will be given to students at the end of the day. Students may not ride the bus with balloons.

Directory Information

On occasion, agencies and organizations request directory information from public schools in order to get information to students for educationally related opportunities. Student directory information is maintained by the school district and includes the following:

Student's Name	Address	Telephone Listing	Degrees, honors, and awards received
Photograph	Date and Place of Birth	Dates of Attendance	Grade level
Participation in recognized activities and sports		Weight and height of members of athletic teams	
Name or photograph on school web site		Recorded media including video or digital tapes of students	
Surveillance video tapes of students riding the school bus or about campus			

Parents who do not wish for this information to be available to anyone should contact the office for the proper documentation.

Discipline

We strive to discipline all students in a fair and consistent manner. Refer to the Student Code of Conduct for general guidelines. The nature or severity of any incident may require the referral of a student to an outside agency. Please note that Puxico R-VIII Schools maintains a policy allowing corporal punishment. Parents that do not wish for their child to receive corporal punishment due to medical or psychological reasons should contact the office in writing stating your request. In School Suspension (ISS) is used as an alternative to suspension. *Students must remain busy during ISS time.* Anyone disrupting ISS will be suspended from school. Saturday School, After School Detention(s) and Lunch Detention(s) may be assigned as necessary for minor infractions. Students assigned to detention must bring work to do and must remain for the entire time.

Early Dismissal

Days in the calendar scheduled for early dismissal will operate on an abbreviated schedule. Students will attend all 7 classes for a shorter amount of time. Their class attendance will be counted in consideration for students who are eligible not to take finals. The exception to this rule will be on days that finals are given.

Fees

Students that owe over \$25.00 in fees may not participate in extracurricular activities including athletics, class or club trips.

Free and Reduced Cost Meals

The school cafeteria, operating under federal law, provides free or reduced cost breakfasts and lunches for those whose income meets appropriate guidelines. Unless approved by direct certification, application must be made for free or reduced cost meals. Notice of direct certification and/or applications will be sent home with students at the beginning of the school year. If approved, in accordance with the guidelines, the meals procedure is handled in such a manner as to avoid embarrassment to students. Application for free or reduced cost meals may be made at any time during the school year.

Each school day begins with roll call, meal count, and extra milk count. The money-collecting procedures are most efficient and less time consuming when students bring the correct change and when meal and milk charges are paid on the FIRST DAY OF THE WEEK for the entire week. Payment may be made by check. It is advisable that money be sent to school in an envelope with the child's name on it, the amount of money enclosed, and its purposes. ***For the 2019-20 school year breakfast is FREE for all students (for as long as program funding is available). The cost of a full priced student lunch is \$1.80, and the reduced price is \$0.40.***

Hall Pass

Students are not permitted out of class without a signed hall pass found in the back of their planners. The pass will note the date, time out, time in, destination, and teacher's signature.

Head lice

Head lice are very contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags, stuffed animals, etc. To minimize the risk of repeated outbreaks, the school must quarantine students with head lice and send them home to be treated. It is important to note that the home must also be treated to eliminate lice infestations. The school health office has lights and magnifiers to assist in removal of lice eggs (nits) in the child's hair. PLEASE CHECK YOUR CHILD AND HOME FREQUENTLY TO KEEP LICE FROM CAUSING SCHOOL ABSENCES.

Immunizations

As mandated by section 167.181, RSMo, each school must have a record showing the immunization status of every child in attendance. The law prohibits the enrollment and attendance of children who are in noncompliance. Immunization information is required in seven (7) categories: diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Kindergarten students in the 1997-98 classes are required to have Hepatitis B immunizations (series of three doses). Students cannot attend school unless they are properly immunized and can provide satisfactory evidence of immunization or unless they are exempted. Transfer students in noncompliance shall not be permitted to enroll or attend school. Students who were enrolled during the previous school year shall be denied attendance for the current school year if not in compliance. Homeless children may be enrolled in school for no more than 24 hours prior to providing satisfactory evidence of immunization. For answers to questions regarding your child's immunization status, phone the school nurse at 222-3542.

Lockers

Students enrolled in a Physical Education class will be assigned a locker and a lock to help students protect their possessions. Students are required to pay a usage fee of \$3.00. Lockers should be kept locked and in neat and orderly condition. School personnel may search lockers and contents any time without notice.

Lunch/Breakfast

Students are responsible for keeping their food account balance current. Parents are encouraged to send checks for payment. Sending a separate check for each child would be preferred. Letters are sent home regularly to help remind parents/Guardians of their student's lunch balance. For meal prices, see the FREE & REDUCED COST MEALS section.

Medication

Students are not allowed to have medications in their possession for self-administration at school. The danger of a reaction or children taking medication by error necessitates the strict enforcement of this policy. If medication must be given at school, it should be brought to the nurse's office in its properly labeled bottle. A signed note from the parent stating when the next dose should be given should accompany all medication. Please, do not send medication in envelopes, plastic bags, etc. Also, medications that are ordered to be given three times daily will not be given at school, unless specifically requested by a doctor. "Three times daily" medication can be given before school, after school, and at bedtime.

School Counselor

The goals of the guidance and counseling program of the Puxico Junior High School are to assist students in gaining knowledge of self and others, explore and plan for careers, and develop educational and vocational plans. Using classroom guidance activities and individual and small group counseling, the guidance counselor will seek to help all students develop to the best of their abilities. Important concepts which will be included in the guidance program include character education, career awareness, personal safety, decision making, and knowing how to get along with others. Parents are encouraged to call or talk to the counselor about any area of concern related to their children and the school.

Telephones/Messages

School telephones are for school business. Students may not use their cell phone during school time for any reason. Students may receive permission to use office phones only if school officials deem it necessary and unavoidable. Families should make an effort to communicate with students outside the school day about daily plans. Student messages should come through the office only during emergency situations or if an unexpected situation arises. Daily messages should be avoided.

Visitors

Visitors are required to check in at the office before going anywhere else on campus. Anyone wishing to observe classrooms during class time must make prior arrangements.

Puxico Junior High School

Code of Student Conduct

Dress Code

Junior High School students should be dressed in clean and tidy clothing every day. Any clothing that is deemed a safety issue, distracting, or in bad taste will not be allowed at school. Examples of inappropriate garments include the following (**this list only provides examples, it is not meant to be inclusive**):

- See through clothing, including mesh
- Advertisements with objectionable slogans
(determination to be made by staff or administration)
- Clothing with implied messages or slogans that are inappropriate.
(determination to be made by staff or administration)
- Clothing that shows midriff.
- Clothing with written or implied profanity.
(determination to be made by staff or administration)
- Hats or headwear of any kind, including bandanas, hooded jackets, or hooded sweatshirts.
- Sunglasses are not to be worn during the school day unless under documented doctor's orders.
- Any clothing that exposes undergarments.
- Tank tops, halter tops, or low-cut tops. The width of a dollar bill will be used as the minimum required for straps.
Shirts with sleeves are encouraged.
- Pants with open holes above the dollar bill line, pajama bottoms, baggy pants or pants that drag the floor.
- Bare feet
- Shorts or skirts shorter than a dollar bill length above the knee measured from the front and back of the knee.
- Strapless blouses or tops
- Unbuttoned shirts or blouses; except as part of a layered look
- Any type of spandex, yoga pants, tight fitting athletic pants, biking attire, or leggings worn as pants
- Athletic style undershirts, muscle shirts or tank tops.
- Shirts with sleeves cut out
- Chains, except as traditional jewelry
- Facial piercings must be removed or covered at all times.
- Any disruptive hair color or style.

1st offense – Conference with principal and change of attire

2nd offense – Change of attire and ISS

Subsequent offenses – Call to parent to pick up student

Body Piercing: Any type of piercing that is disruptive to the learning environment or creates a safety hazard to the student or other students will not be allowed at school. The student may be required to remove such items while at school. Students may not have any jewelry, including earrings, tongue rings, or other such items during Physical Education.

Special Events: Formal or dressy attire may be appropriate for some school events/activities. All clothing should be worn in good taste for a Jr. High school event. Any person wearing questionable attire may be asked to change clothing or required to leave.

Harassment/Bullying

Harassment or bullying of any kind is not allowable and may result in written referrals. Continued harassment or bullying will result in the involvement of juvenile authorities. Harassment or bullying can take many forms. Students should not be harassed or bullied sexually, about gender, physical appearance, religion, disability, national origin, race, etc. Complaints of harassment should be reported to school authorities for investigation and control of the situation.

Level I

This level includes minor acts of misconduct, which interfere with the orderly operation of the classroom, a school function, or transportation by bus. The school administrator/designee, after review of the student’s explanation, consultation with school personnel involved, and further investigation (when needed) will determine the appropriate assignment of disciplinary action.

LEVEL 1 INFRACTIONS	POSSIBLE DISCIPLINARY CONSEQUENCES- Level 1
Classroom Disruption	Parental contact
Disorderly Conduct	Withdrawal of privileges
Disrespect of Others	Special Work Assignment
Dress Code	Written Assignment
Failure to Report for Detention	Assignment to Alternative Education Program (Alternative School Placement)
False and/or Misleading Information	Corporal Punishment
Insubordination	Return of property, payment for same, or restitution for damages
Tardiness	Verbal reprimand
Unauthorized Absence from Class	After School Detention
Public Display of Affection (PDA)	Counseling and direction
Bus Misconduct	Warning of referral to Level II, III, or IV
Repeated Misconduct	Severe or unusual cases may be referred to levels II, III or IV

Level II

Intermediate acts of misconduct may include minor acts of misconduct previously identified. It may also include repeated acts of misconduct and acts directed against person or property, but which do not seriously endanger the health or safety of others.

LEVEL 2 INFRACTIONS	POSSIBLE DISCIPLINARY CONSEQUENCES – Level 2
Profane, Obscene, or Abusive Language/Materials	Parental contact/conference (Recommended)
Cheating	Behavior contract (oral/written)
Fighting	Corporal punishment
Intimidation or Bullying (may be referred to a higher level)	After School Detention
Destruction of Property/Vandalism (under \$10)	In-School Suspension
Gambling	Work detail
Insubordination/Open Defiance	Suspension from bus
Possession of Disruptive Devices	Loss of privileges
Stealing (under \$10) or Possession of Stolen Property	Written Assignment
Driving Violations	Assignment to Alternative Education Program (Alternative School Placement)
Repeated failure to complete assignments	Confiscation of unauthorized materials or objects or contraband
Other Misconduct or Repeated Misconduct of a Less Serious Nature	Referral to outside agency (Juvenile, Mental/Behavioral Health Facility or Program, Outside Counseling Program, etc.)
	Appropriate response from Level I
	Warning to referral to Level III or IV
	Severe or unusual cases may be referred to levels III or IV

Level III

Major acts of misconduct shall include acts of misconduct previously referred for administrative action, those acts with prior warning of referral to Level III Disciplinary Action, those acts that seriously disrupt the learning climate of the school, those acts which are emergency in nature, which seriously endanger the health, safety and property of others in the school, those acts which substantially damage or destroy school property, and other acts criminal in nature.

LEVEL 3 INFRACTIONS	POSSIBLE DISCIPLINARY CONSEQUENCES – Level 3
Alcohol and Drugs	Parent contact (mandatory with at least one of the following responses)
Assault/Battery, Fighting, Hazing, Threats	Assignment to special program
Breaking and Entering	Behavior contract (written)
Destruction of Property/Vandalism (Over \$10)	In-School Suspension (ISS)
Extortion	Assignment to Alternative Education Program
Firecrackers/Fireworks	Suspension from bus
Gross Insubordination/Open Defiance	Referral to Alternative School
Smoking and Other Tobacco Products (Use/Possession)	Referral to outside agency (Juvenile, Mental/Behavioral Health Facility or Program, Outside Counseling Program, etc.)
Stealing (Over \$10) or possession of Stolen Property	Out of School Suspension (OSS)(1 – 10 school days)
Trespassing	Expulsion from school
Sexual Harassment	Expulsion from bus (for bus related offenses)
Truancy	Appropriate response from Level I or II
Other Serious Misconduct or Repeated Misconduct of a more Serious Nature	Warning to referral to Level IV
	Severe or unusual cases may be referred to level IV

Level IV

Major acts of misconduct are those of the most serious category. Any of these acts committed shall be sufficient grounds for expulsion and may result in a mandatory ten-day suspension with recommendation for expulsion for at least a minimum of one semester. In severe cases the principal shall consider the age, the prior discipline record, the seriousness of the behavior, the intent of the student, and if health, safety and welfare of other students and/or staff has been endangered. A violation of the probation during this time shall cause the discipline response to be advanced to expulsion from school for a minimum of one semester. **The Superintendent will make the decisions on suspensions over 10 days and recommendations for expulsion.**

LEVEL 4 INFRACTIONS	POSSIBLE DISCIPLINARY CONSEQUENCES – Level 4
Alcohol and Drugs	Parental contact (mandatory)
Arson	Expulsion from school
Assault/Battery of Staff	Post expulsion contract
Bomb Threats/Explosions	Assignment to Alternative Education Program
False Alarms	Referral to outside agency (Juvenile, Mental/Behavioral Health Facility or Program, Outside Counseling Program, etc.)
Inciting, Leading, or Participating in Major Student Disorder	Probation
Robbery	Suspension from school (up to 10 days with possible recommendation for expulsion/probation)
Sexual Offenses	
Weapons	
Any Act Which Substantially Disrupts the Orderly Conduct of School or School Function	
Other Serious Misconduct or Repeated Misconduct of More Serious Nature	